

Chief, Organization and Methods Service

27 May 1953

Chief, FBID

Completion Report on Management Project by O & M Service,
Project No. 3-6.

1. FBID wishes to express appreciation for the survey recently completed by a representative of your office. The survey officer demonstrated interest, initiative, and imagination in the conduct of interviews and in becoming oriented in FBID operations. It is anticipated that this officer will be able to assist FBID as management problems arise from time to time.

2. This Division received the report of survey dated 25 March and met with the survey officer to discuss the report in detail. Following this meeting the subject Report was received. It is believed that this Report does not reflect the sense of the meeting quite accurately, and therefore, the following comments are submitted for your consideration.

3. Under the section "Immediate Results Accomplished" it is stated that the Chief, FBID directed the following actions based on the recommendation in O & M Staff Study, dated 25 March 1953.

a. FBID agreed in principle with the schedules recommended by O & M but point d out that this is an old problem and that the requirements of the intelligence officers must remain the guiding consideration in scheduling. It should be noted that the desirability of performing all Division production work in one unit, and restricting this work to the normal work week have been goals for many months prior to the Management survey. A study of overtime records reveals the excellent progress made toward the latter goal and that for sound operational reasons, recognized by the surveying officer in discussion, the former was modified. Therefore, the recommended schedules are not adopted as drafted but FBID concurs in the objective.

b. It is erroneous to say that FBID will begin to reduce overtime. Such a statement would negate the efforts of all supervisors for the past year and more. Therefore, it is believed that paragraph 2 of subject report should be reworded to read:

2. Continue close supervision of overtime requirements with an objective of eventual elimination of Saturday production work.

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unclassified.

c. FBID accepted the provisions of paragraph 3 of subject report without being convinced of its efficacy. Initial discussion with a representative of Classification and Wage Division indicate that the proposal may be an unsound personnel practice.

d. Paragraph 4 of subject report brings up an old suggestion which has been tried before in attempts to solve temporary unforeseen absences in the Production Unit. FBID agreed to try again, believing that the suggestion was based on knowledge of a facility in existence. It is learned that there is no such facility.

e. The action indicated in paragraph 5 of subject report has been accomplished physically and the paper change will be requested after the final O & M survey of the Special Reports Branch.

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cc: Office of Operations

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